



City of Grand Rapids

Valet Company Checklist

PRELIMINARY INFORMATION

- A Valet Company license is required for any business or person operating vehicles for the purpose of storage or parking or performing any other valet parking services.
- A list of current employees must be maintained at all times containing names, addresses, dates of birth and current driver's license numbers.
- All employees must have a current and valid Michigan driver's license to perform valet parking services.
- Valet Companies may only operate out of licensed valet locations.

CHECKLIST

<input type="checkbox"/>	Proof of insurance coverage for all valet operations within the City of Grand Rapids meeting requirements outlined in the Grand Rapids City Code. *Chapter 113, Sec. 7.587 "Valet Parking"
<input type="checkbox"/>	Completed Valet Company application (part I and II).
<input type="checkbox"/>	Completed Affidavit and Indemnity Agreement.
<input type="checkbox"/>	Signed background check affidavit.
<input type="checkbox"/>	Non-refundable application fee .

*Rules and regulations associated with valet parking can be found in [Chapter 113](#) of the Grand Rapids City Code entitled "Valet Parking."

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled "Licensing and Regulation Generally."